

Minutes of the 2015 CAML/ACBM Annual General Meeting

Canadian Association of Music Libraries, Archives and Documentation Centres (CAML)
L'Association canadienne des bibliothèques,
archives et centres de documentation musicaux (ACBM)

Friday, June 5, 2015, 12:15-1:45 PM EST
University of Ottawa

Meeting called to order: 12:20PM

Attendance: Houman Behzadi, Desmond Maley, Sean Luyk, Lisa Philpott, Joanne Paterson, Deborah Wills, Homer Seywerd, Becky Smith, Alastair Boyd, Suzanne Meyers Sawa, Tim Neufeldt, Sophie Rondeau, Jan Guise, Laura Snyder, Cathy Martin, Kyla Jemison, Lucinda Walls, Brian McMillan, Stacy Allison-Cassin, Monica Fazekas, Cheryl Martin, Rob Van der Blik, Carolyn Doi, Kevin Madill, Ron Rooth, Joan McGorman, Jason Neal, Richard Green, Scott MacDonald.

1. Additions to the agenda:

- Richard Green would like to add a discussion about copyright.

Motion to approve the agenda with this change made by Houman; seconded by Tim; motion carried.

2. Minutes of AGM, Brock University, 30 May 2014

Motion to approve the minutes of 30 May, 2014 made by Sean; seconded by Jan; motion carried.

3. Business arising from the Minutes

- The board formed a committee to manage awards, in alignment with the program committee.
- The bylaw changes were approved by the membership.

4. President's Report presented by Cheryl Martin

Report submitted in advanced. Report highlights:

- The board met 3 times throughout the year. The focus for the year was to make sure changes to the constitution were implemented.
- We have implemented online voting. Thank you to Sean, Cathy and JoAnne for leading that process.
- Cheryl thanked Debbie for managing the local arrangements for the conference.

- Cathy is stepping down as Communications Office and James Mason has been appointed as the Communications Officer. Cathy will remain as the editor of *CAML Review*. Cheryl thanked Cathy for her contribution to CAML as Communications Officer.

5. Treasurer's Report presented by Rob van der Blik

Report submitted in advance. Report highlights:

- 2014 Budget:
 - Line 22: Spent about \$2000 due to the awards that were given out.
 - Line 11: We spent more on translations than in previous years.
- 2015 Budget
 - Line 14: IAML Dues have been paid. They were a slightly more than projected due to exchange rate and increased number of members. The portion of dues that goes to IAML account for 56%.
 - The MusCan conference invoices come in slowly. Rob had written a check for a fee from 2013, but it wasn't cashed at the time.
 - Line 18: there are cheques outstanding that total \$939.
- Proposed budget 2016
 - Line 11: translations have been increased to \$1500 because of the anticipated changes to the constitution, which needed to be translated. It is increased to \$1500.
 - Line 17: projected in the surplus \$589 at this time.
 - Membership projections are based on last year's membership numbers, but we have no way of knowing for sure how many there will be.

6. Audit Committee's Report presented by Lucinda Walls & Jan Guise

The two members of the Audit Committee, Lucinda Walls and Jan Guise, met on Wednesday June 3, 2015 to review the documents assembled and prepared by Rob van der Blik, CAML Treasurer. The Committee also met briefly with Rob on Thursday June 4 to clarify a few questions and discuss minor housekeeping details.

The Committee reviewed all bank statements, the PayPal transaction log, the Treasurer's registers, and other documentation such as cheque images, invoices, receipts, and correspondence associated with the various financial transactions for the period of January 1 through December 31, 2014. We are pleased to report that we found everything in good order.

- The committee will be looking for another person to sit on the committee next year. Tim has volunteered to sit on the committee.
- **Motion to approve the report made by Monica; seconded by Joan; motion carried.**

7. Membership Secretary's Report presented by Kyla Jemison

Report submitted in advance. Report highlights:

- There are 104 CAML members. 65 are individual members. There are 12 new personal members. There are 4 new institutional members. Last year we decided to add paraprofessional members, and have added 2 under this category.
- Some people are accidentally clicking on institutional instead of individual membership in PayPal, so we will be switching the order.
- April 1 is the deadline to get an IAML membership.
- We do not know the number of members in the CAML Quebec chapter.

8. Communication Officer's Report presented by Cathy Martin

CAML Review

- Cathy would like to acknowledge the work of the Deborah, Desmond, and Megan, who are also on the editorial team.
- A Creative Commons license has been added on the right hand side of the page and under each article.
- Abstracts are now being included with each article.
- We are continuing to track usage stats and they are comparable to last year. In the context of views of the journals at York, *CAML Review* is the 4th highest.
- Will be including more of the annual reports in the *CAML Review* and James will add them to the website.
- Last year there was a discussion about having a peer-review section of the journal. We didn't have any feedback from the members about this, but the board is still in favour of adding it. If it is established as a separate section in addition to non peer-reviewed this may increase submissions. A review committee will need to be established in order for this to be implemented successfully. Members may direct any questions or comments about this initiative to Cathy.

CAML website

- James has taken over the management of the website. He would like the design and content of the website to be a collaborative process and will consider putting together a working group to assess the content, language and design of the page.
- Right now the website is on the U of T server, but it might be better to have it on an external server. This would allow us to have a more specific URL.
- This is a Drupal site. It's open source, robust, and makes it possible to have user accounts. It is completely bilingual in the structure and interface of the site. For accessibility it is readable by screen readers.

9. Nominations Officer's Report presented by Joanne Paterson

- One election this year for Member at Large. One nomination was received. Houman is acclaimed to the position of Member at Large.
- Cheryl thanked Sean for his service in this position.

10. Cataloguing Committee Report submitted by Daniel Paradis

- Report submitted in advance.
- Daniel is also the CAML representative to the RDA Music joint working group.

11. RILM Report presented by Sean Luyk

The report was submitted in advance. Report highlights:

- Deborah and Desmond did a lot of work and have completed 300 submissions.
- The RILM Centre was also abstracting some things we were responsible for
- Projects: Looking into selective coverage from the popular music literature and smaller Canadian publications.

12. RISM Report presented by Cheryl Martin

The report was submitted in advance. Report highlights:

- RISM recently sent out an email to the IAML listserv with a notification that they have added some items from A/I and a portion of B/I to the online catalogue.
- They have recently switched to the Muscat system, an XML based system for cataloging records.
- It is possible to add records from individual music library catalogues. They have taken off the date restrictions so they can be any date range.
- If members have music manuscripts that would like to be added to RISM, contact Cheryl. If they have been digitized, that link can be added.
- Members who are interested in helping with the RISM work may contact Cheryl.

13. RIPM Report submitted by Kathleen McMorow

The report was submitted in advance. Report highlights:

- All of the historical journal titles are now available in electronic format. The RIPM work has been suspended until further volumes are located.
- The membership wishes to thank Kathleen for her work on this project.

14. Québec Chapter Report submitted by Marc-André Goulet

The report was submitted in advance. Report highlights:

- The chapter meeting was held on October 31, 2014. Houman submitted a report to *CAML Review* summarizing the meeting. At this time, we do not know when the next meeting will be held.
- The chapter is currently working on updating their website.

15. CAML Awards presented by Timothy Neufeldt

Tim thanked everyone for their submissions to the program this year.

- The first-time presenter award is awarded to Jason Neil from Western University.
- The first-time attendee award is awarded to Scott MacDonald and Leland Reid.

16. Conference planning

Congress is meeting at the University of Calgary. We do not have dates yet. MusCan are planning to meet there and would like to meet with CAML. The National Music Centre will be opening in Calgary. Annie Murray (University of Calgary) proposed putting together an exhibition to coincide with the CAML meeting.

MusCan is not planning to go to Ryerson for Congress in 2017. We are not sure where they will be meeting yet.

The board will discuss the options for whether to meet with Congress or MusCan. At Congress there will be other library and music associations including CAPAL, CAIS, IASPM (Canadian Chapter). There is an administrative benefit to meeting with Congress because they look after organizing most of the food and accommodations. We could also meet off site at U of T and still be organized by Congress.

17. Other Business

IAML Award discussion led by Brian McMillan.

- There were no expressions of interest for this award so the grant was withdrawn for this year. The board discussed having a more permanent structure to support all awards administered by CAML, including ways that the membership can support a fund for awards. CAML does not have charitable status, so we cannot give a tax receipt for donations. We are exploring the option of having a donation option on the membership form. The awards are open to paraprofessionals, but we don't have anything targeted specifically for paraprofessionals.

Copyright discussion led by Richard Green.

- The copyright term for sound recordings has been changed by the Harper Government. They did not consult anyone in the heritage or music community. ARSC has contacted Richard about pushing back. CLA has issued a statement in response to the change.
- Richard would like CAML to write a letter to the Minister about this issue.
- The change will be forced through by June.
- **Action: the board will discuss the letter at the upcoming board meeting and work with Richard on wording.**

Motion to accept all reports made by Deborah; seconded by Jan; motion carried.

Brian thanked Cheryl for her work as president.

Motion to adjourn made by Alastair.

Meeting adjourned at 1:45PM

Respectfully submitted,
Carolyn Doi, Recording Secretary